

Posting Title : Individual Contractor – Warehouse Assistant
Department/ Office : Regional Service Centre at Entebbe
Location : Entebbe
Posting Period : 25 July 2024 - 1 August 2024
Job Opening number : 24-Regional Service Centre at Entebbe-239680-Individual Contractor

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Duties and Responsibilities

Organizational setting and Reporting:

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location-dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Director RSCE and support offices through the Deputy Director RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

These positions are available in the Property Management Unit of the Regional Service Centre Entebbe (RSCE). The Individual Contractor (IC) at this level reports to the Property Management Assistant (GS-6) and will assist with the re-organization of the warehouse and perform other warehouse related duties and functions.

The main duties and responsibilities of the ICs will include but are not limited to the following:

Goods In:

- Loading and unloading delivery vans or lorries.
- Checking that the correct quantity and type of goods have been received.
- Recording any damaged, missing or faulty goods.
- Signing the delivery form, once satisfied that the goods are complete.
- Labelling and Moving the goods to the correct area in the warehouse, either manually or using mechanical handling equipment (forklift etc.)

Storage & Stock Control:

- Allocating storage space to goods
- Relocating and re-stacking goods to make space for new delivery; palletize goods /equipment
- Maintaining records (computerised) of goods, their location and quantity; re-ordering if stock levels fall too low

Goods Out:

- Assist with issuances of equipment and items from the warehouse (picking goods that have been ordered; keeping records of goods which have been picked; preparing issue vouchers; moving and stacking goods ready for delivery)

Other Responsibilities:

- Maintain records of all warehouse activities and procedures.
- Compliance with security procedures and health & safety
- Assemble various office furniture / equipment (with minimal assistance)
- Clean, secure and arrange shelves (maintaining orderliness and cleanliness)
- Quality control of goods in and / or goods out
- Assist with the distribution of materials and supplies, if necessary
- Assist in conducting weekly/monthly inventory
- Transport office furniture, chairs, drawers etc.

Competencies:

Professionalism - Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication - Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people

informed.

Teamwork - Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Work Location

Entebbe

Expected duration

6 Months

Result of Service

The work of the Warehouse assistant will impact on the overall delivery of the warehouse. It will lead to an increase in the attainment of the property management KPIs and adherence to the warehouse standard operating procedures.

Qualifications/special skills

High school diploma or equivalent required.

At least one (1) year previous experience and working knowledge of a warehouse environment is required.

Knowledge of/ ability to operate a forklift is desirable.

Experience using a computer and possession of data entry skills is desirable.

A valid driver's license is required.

Language

Fluency in oral and written English is required.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

As per UN policy, Consultants and Individual Contractors may not apply for or be appointed

to any position in the Professional or above categories and for positions at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most recent service. This restriction does not apply to associate experts(Junior Professional Officers) appointed under the Staff Rules.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.